Job Title: Chief Building Official

Department: Development Services

Immediate

Supervisor: Development Services Director

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	611
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Directs, manages and coordinates activities of the three functional areas of the Building Safety Division; plan review, inspections, and permit administration. The Chief Building Official is responsible for the administration and supervision of operational programs, budget, discipline, direction of staff, development of strategic objectives, activities, and other functions relating to plan review, inspections, and permit administration, operation, and maintenance of department processes. Manages complex and multi-disciplinary activities, exercises independent judgment in working with division supervisors and City department managers on Public Works projects as well as all private projects. Coordinates activities and special projects with all departmental and City divisions. Constantly makes difficult technical and managerial decisions for the Fire Building and Life Safety section of the Fire Department. Provides direct supervision to select staff and provides technical support on building code issues. Interprets building codes, coordinates construction projects, compiles statistical information, and prepares and administers the budget for Fire Building and Life Safety Division.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Manages division operations by developing and interpreting policies, providing general direction to staff on implementation of procedures, and supervising employees involved in the following functional areas: Building Plan Review, Building Inspections and Permit Issuance (building, planning and engineering). Prepares division budget and determines appropriate use of funds. Ensures safe, efficient operations of programs and facilities, including compliance with all state and federal regulations.
2	S	Interprets building codes and coordinates construction projects by researching codes and related material, consulting with owners, designers, staff and plan review consultants, and resolving issues as needed. Develops, implements, and presents various reports, summaries, projects, and/or COACs to Mayor and Council, City Management, other departments, or the public.

	Physical Strength Code	ESSENTIAL FUNCTIONS
3	S	Manages staff by interviewing and hiring, coordinating training, conducting performance reviews, establishing achievable goals and monitoring employees' progress, and maintaining personnel records. Explores and implements ways to improve administrative operations by decreasing turnaround times, streamlining work processes, working cooperatively to provide quality customer service and providing technical, clerical, mechanical and physical support for divisional operations.
4	L	Directs the functions of assigned divisions by providing leadership, developing and interpreting policies, and implementing programs to maintain and improve operations. Administers budget by preparing annual division budget, reviewing and approving requisitions, and monitoring division expenditures. Prepares, interprets, and explains complex financial and administrative reports; reviews technical reports, budget estimates, and contracts; directs and participates in management studies, and analyzes programs and problems. Facilitates the resolution of developer complaints and problems. Mediates the resolution of development issues affecting City departments. Acts as a conduit for enhanced communication and information sharing for large and small development projects that meet the City's definition of "High Profile" including Economic Development Priority Projects with large employment, major capital investment, high retail sales volume, or are development-agreement driven; highly complex and/or controversial/politically sensitive projects; and religious or education-based projects.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience Certifications and Other Requirements	Minimum seven years experience in a related field. Valid Driver's License, ICC Building Official, ICC Combination Inspector or ICC Combination Plans Examiner.
Reading	Work requires the ability to read and understand complex construction plans and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and geometry.
Writing	Work requires the ability to write clearly, concisely and accurately prepare procedural and informational memos and letters and to document personnel, and other legal issues.
Managerial	Complex - Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Budget Responsibility	Moderate - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management
Policy/Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☐ Communicating with co-workers	Pushing/ Pulling	□ N □ R ☑ O □ F □ C	☑ File drawers☐ Equipment☐ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☐ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	☑ Supplies☐ Equipment☑ Files	Foot Controls	□ N □ R □ O ⊠ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	⊠ Supplies □ Equipment ⊠ Files	Balancing	□ N ⊠ R □ O □ F □ C	☑ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N 図 R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	⊠ N □ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ☑ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☐ Under equipment ☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ☑ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	ed)							
Machines, Tools, Equipmen	t and Work	Aids:						
Telephone, fax machine, calculator, cop	oier, level, vehic	le.						
Computer Equipment and S	Software:							
Personal Computer, printer, H.T.E., Mi								
Tersonal Computer, printer, 11.1.2., 11.1	crosort office.							
Environmental Factors								
Environmental Factors: Environmental Condition	ons	Never	Seasonal	ly Several	Times	Several Ti	mes	Daily
Environmental Condition	5113	Tiever	Scasonar	Per Mo		Per Wee		Dairy
Extreme temperature			[C]					
(heat, cold, extreme temp. changes fr work)	rom outside		×					
Wetness and/or humidity			\boxtimes					
(bodily discomfort from moisture)								u u
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)			×				
Noise and vibration	-7			×				
(sufficient to cause hearing loss) Physical hazards								-
(high voltage, dangerous machinery	, aggressive			X				
prisoners, patients – <u>not customers</u>)								
Health and Safety Condition	ıs:							
Health and Safety Conditions	N = Never	R = Rarel	y O=	Occasionally	F =	Frequently	C =	Constantly
•	Never	Less than		3 or more of		n 1/3 to 2/3	2/3	or more of
	occurs	hour per we	eek	the time	of	the time	1	he time
Mechanical hazards				×				<u> </u>
Chemical hazards	\square							
Electrical hazards				\square				
Fire hazards								
Explosives Communicable diseases								
Physical danger or abuse	X							
Other (specify)								
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)								
Protective Equipment Requirement Hard hat, work boots.	ired:							
11aid liat, WOIK DOORS.								

Job Demands

Overall Strength Demands:

Overall Strength Demands				
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		×		
Noisy/Distracting Environment			×	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.